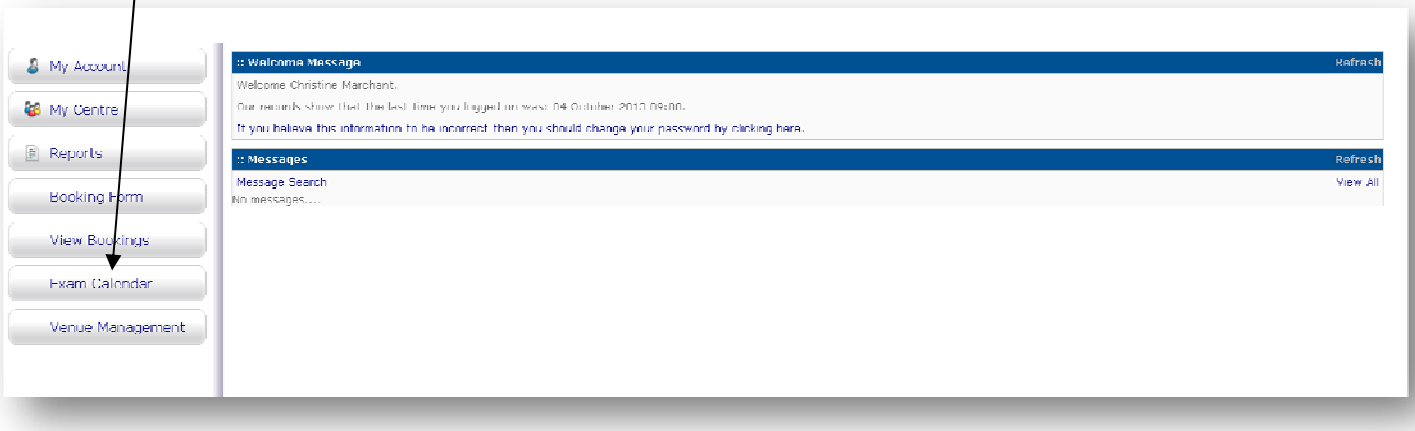
ERIC: Rep user guide
Timetabling a session

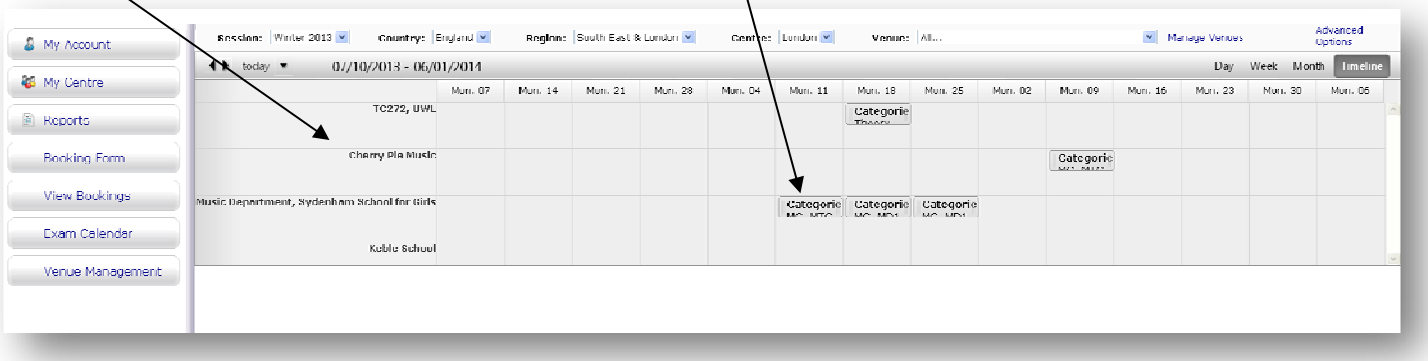
Use these instructions in conjunction with the online video to help you timetable candidates' exams.

The online video is available at: http://www.uwl.ac.uk/academic-schools/music/lcm-exams/eric

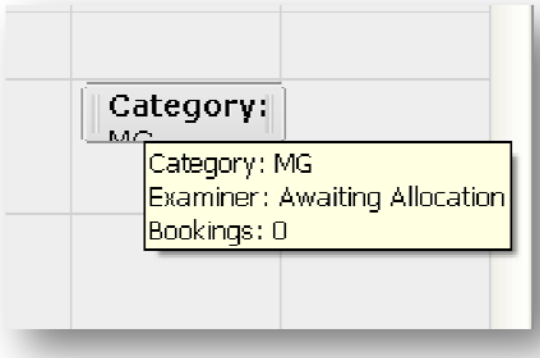
The EXAM CALENDAR is the place to create exam slots.



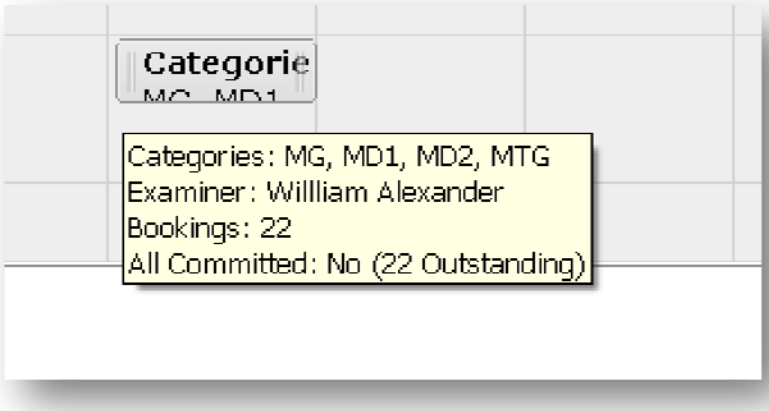
The venue(s) at your centre will be displayed on the left and the slots you create are in the calendar:



The slot is not confirmed until the LCM Exams office allocates an examiner. You will be emailed an Exam Confirmation when an examiner has been booked. If you hover over an unconfirmed slot in the exam calendar, you will see that no examiner is allocated:

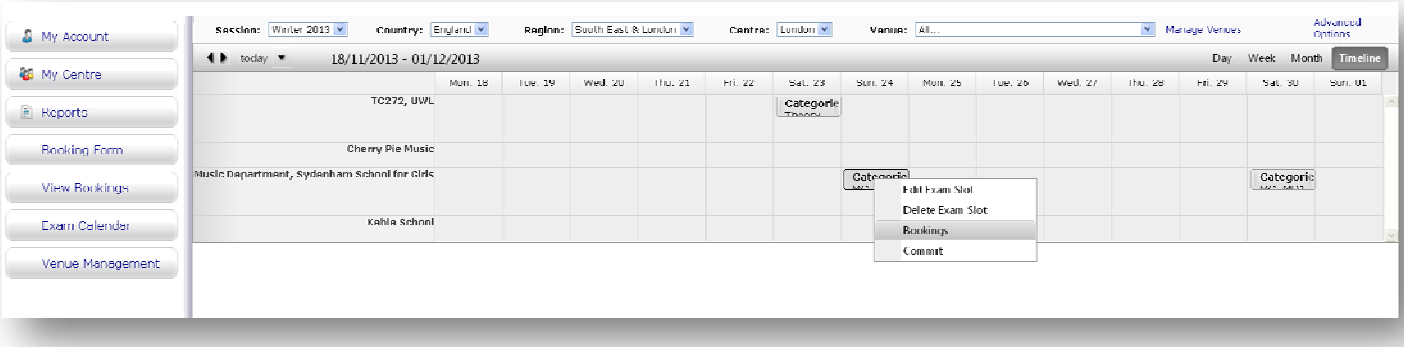


When an examiner has been allocated, his/her name will be displayed as below.

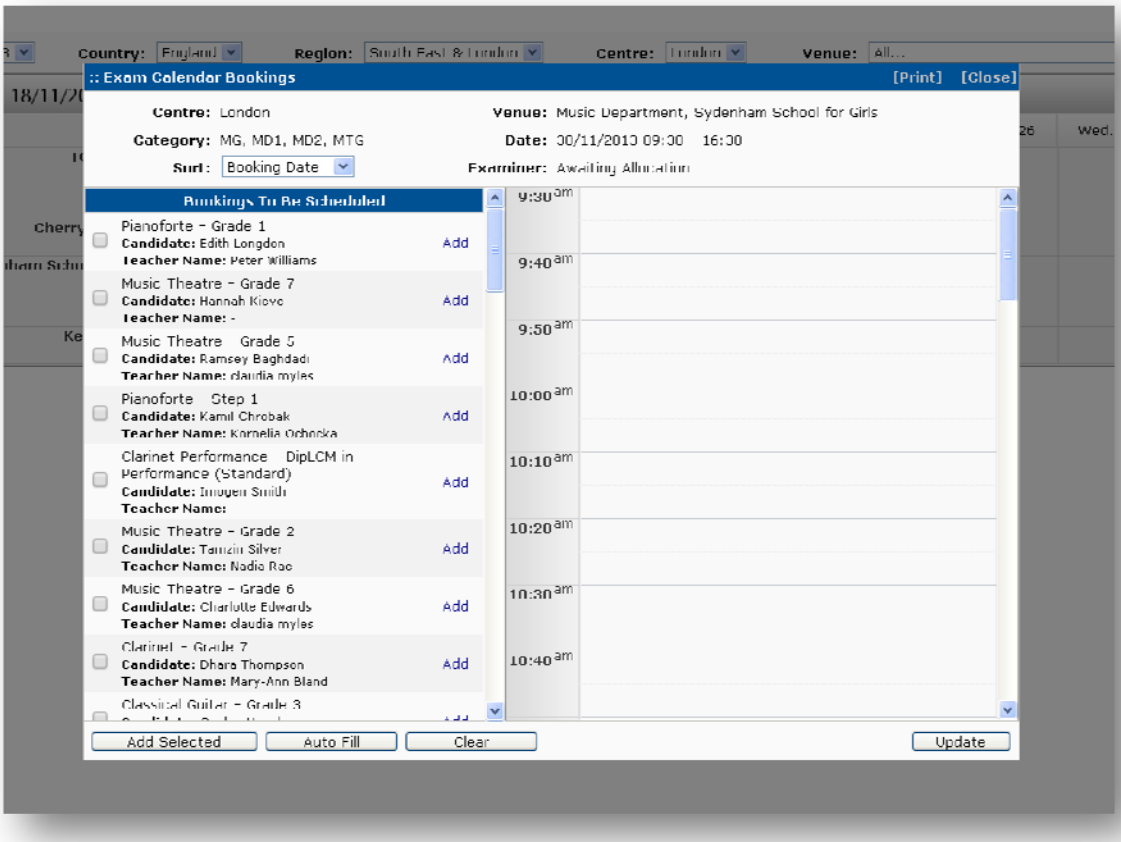


Note: All committed: No (22 outstanding) – this means no booking has been confirmed i.e. no attendance notices have been issued.

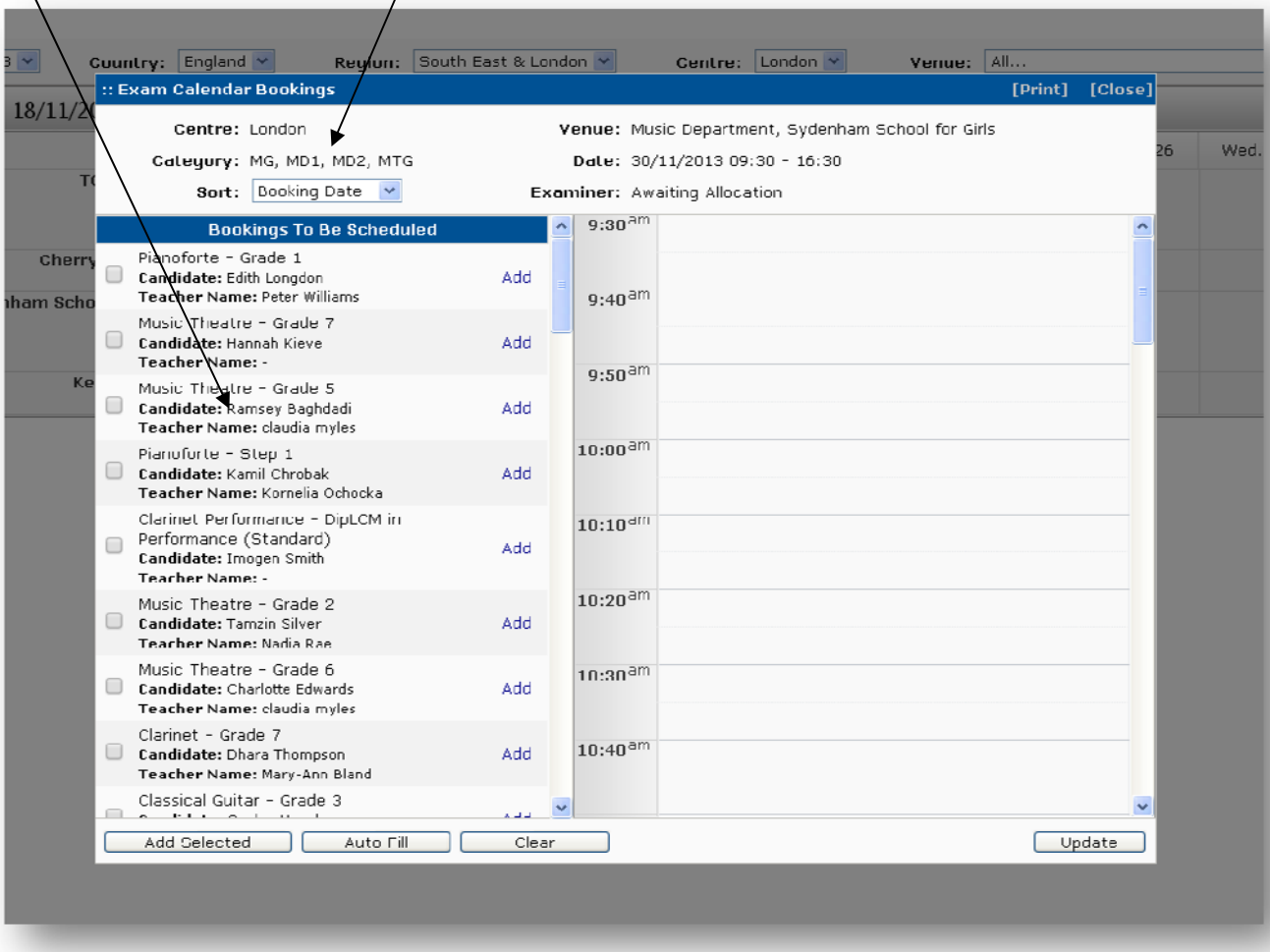
To timetable an exam slot, please right-mouse click a slot and click 'Bookings':



This will open the scheduler, the candidates are on the left and the timetable is on the right broken down into 10min slots.

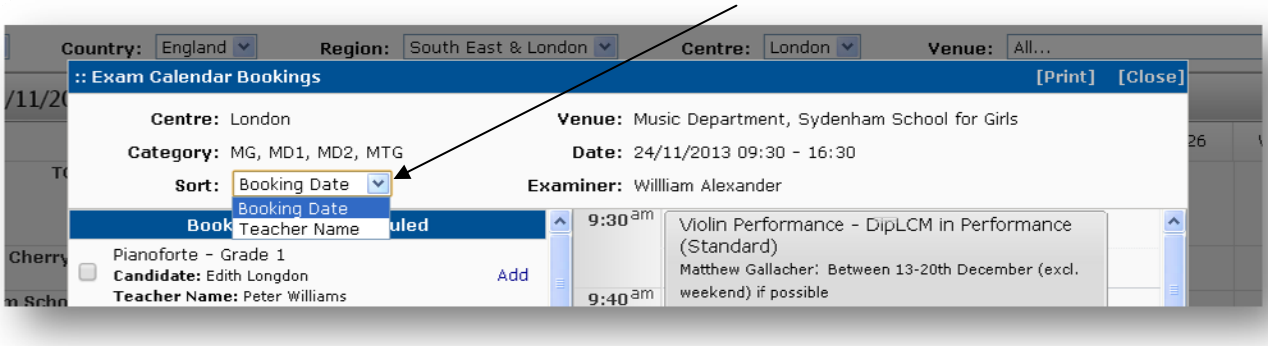


The categories selected will be displayed here. Only candidates whose exams match those categories will be displayed here.



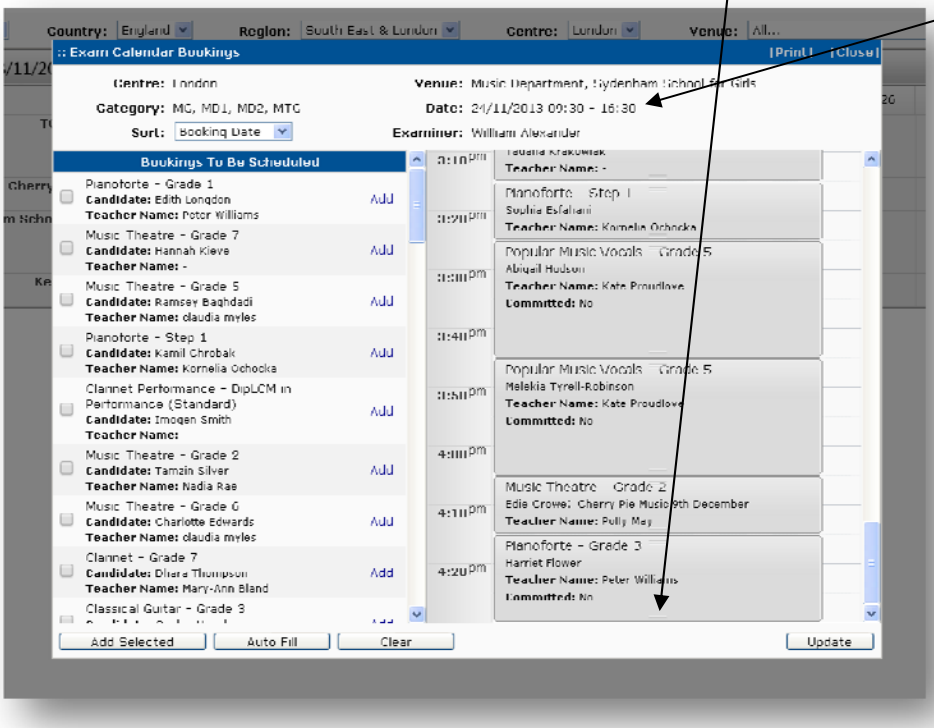
For an explanation of exam categories, please see our website:
http://www.uwl.ac.uk/academic-schools/music/lcm-exams/eric

You can choose to sort candidates by booking date or by teacher from this drop-down box.

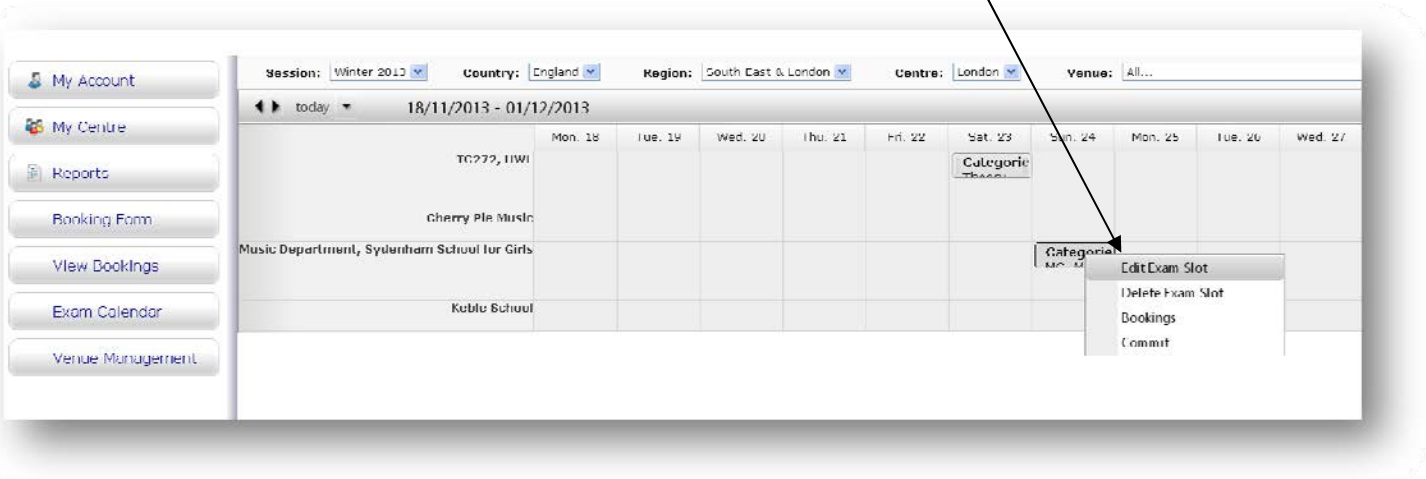


Please see the video on the website for more info on timetabling candidates:
http://www.uwl.ac.uk/academic-schools/music/lcm-exams/eric

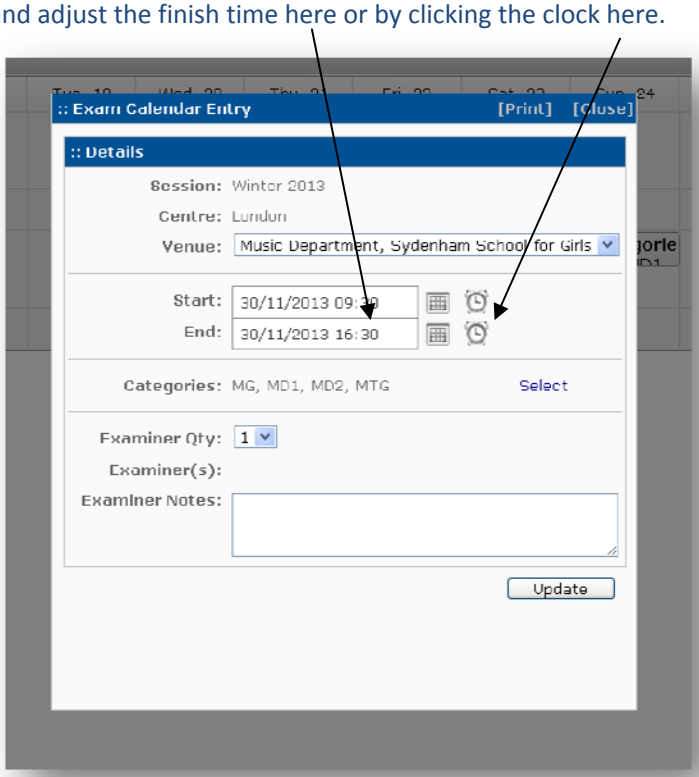
Once the day is full, please make sure that the finish time on the timetable matches the finish time on the exam slot here.



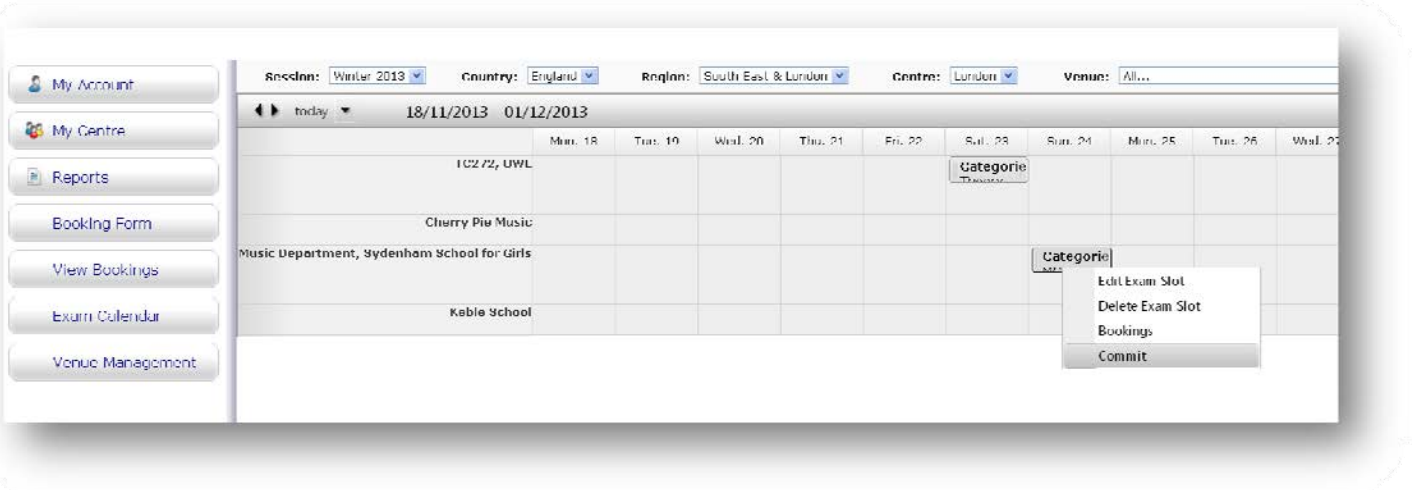
If you need to edit the time at the top of the scheduler, you will need to click Edit Exam Slot…



…and adjust the finish time here or by clicking the clock here.



To send the attendance notices (they will be emailed to the bookers), right-mouse click on the slot and click 'Commit'.



IMPORTANT TIMETABLING FACTS:

- Timetables are not changeable once an examiner has been allocated.
- In the event that you are having a day of diplomas in the morning and grades in the afternoon you will need two examiners in the morning and one in the afternoon. In this case, you would need to create two slots on one day.
- If changes are required you will need to contact the office.
- Timetables must be an accurate reflection of the exam day. Examiners can only put marks on ERIC if the candidate appears in their online timetable. Consequently if you were holding a three day session and at the last minute one candidate moves from one examiner to another, you will need to contact the office to ensure this change is reflected in the timetable.
- Timetables involving grades and higher diplomas need to be two slots.